



U.S. Immigration  
and Customs  
Enforcement

U.S. Department  
of State



# SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

Screenshots for  
Mass Reprint Demonstration

# F/M Mass Reprint – Step 1

Navigate to the Listing of Schools page  
**Listing of Schools**

- Indicates an alert for that campus
- Indicates that the PDSO of the main campus has to apply for recertification
- Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

**1** Select school from drop down

SEVP School for Advanced SEVIS Studies Select a school to see a list of campuses for that school

	Name of Campus	Campus Code	Location (City, State)	Role
	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	PDSO
<input type="radio"/>	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

**2** Select campus

Alerts
 Search
 New Student
 Student Lists
 Reports
 Downloads

**3** Click Downloads

# F/M Mass Reprint – Step 2

## SEVIS Downloads

**SEVP School for Advanced SEVIS Studies**  
**Campus: SEVP School for Advanced SEVIS Studies**

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads			
Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	<a href="#">CSV</a> <a href="#">Excel</a>

4  
Click on Request Mass Form Reprint

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
No reprints are available for SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies						

Download section reviewed in a later slide.

# F/M Mass Reprint – Step 3

## Mass Reprint Forms I-20: Search

SEVP School for Advanced SEVIS Studies  
SEVP School for Advanced SEVIS Studies  
BAL214F44444000

Use this feature to request Forms I-20 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Level(s) of Study, and Status(es) to include in your search.

**5** **Select your general search criteria**

Include:

Class of Admission:  F-1 (Students)  F-2 (Dependents)  M-1 (Students)  M-2 (Dependents)

Level of Study - F:  PRIMARY  SECONDARY  ASSOCIATE  BACHELOR'S  MASTER'S  DOCTORATE  LANGUAGE TRAINING  OTHER

Level of Study - M:  HIGH SCHOOL  FLIGHT TRAINING  OTHER VOCATIONAL SCHOOL

Status:  Initial  Active

**6** **Refine your search if needed**

Enter any additional criteria to refine the search.

Criteria: Surname/Primary Name Range:  to  Program Start Date: From:  /  /  (MM/DD/YYYY)

Active Post-Completion OPT:  To:  /  /  (MM/DD/YYYY)

Program End Date: From:  /  /  (MM/DD/YYYY)

To:  /  /  (MM/DD/YYYY)

**7** **Limit your search results, if desired, and specify sort options**

Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.

Limit Results To:  Sort Results By:   Ascending  Descending

**8** **Click Search** [Clear Form](#) Search

# Mass Reprint – Limit/Sort Options

- Limit your results:

**Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.**

Limit Results To:   
Sort Results By:   Ascending  Descending

- Sort your results:

**Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.**

Limit Results To:

Sort Results By:   Ascending  Descending

# F/M Mass Reprint

**Selections remain, even if you move to a different page**

## Mass Reprint Forms I-20: Search Results

SEVP School for Advanced SEVIS Studies  
SEVP School for Advanced SEVIS Studies  
BAL214F44444000

**Note:** As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

5 of 33 selected

Show  entries

**List can be sorted by most columns**

Submit Selections

Select all

Deselect all

SEVIS ID	COA	Surname	Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0004705546	F-1	<a href="#">HelenThree</a>		Jay	02/05/1957	
N0004705868	F-1	<a href="#">Ifesinachi</a>		Tobeolisa	02/05/1957	04/27/2015
N0004705870	F-1	<a href="#">Ignatyeva</a>		Lada	02/05/1957	
N0004690160	F-2	<a href="#">Kerler</a>		Sam	01/01/2000	
N0004705541	F-1	<a href="#">Kharitonova</a>		Mstislav	02/05/1957	
N0004705545	F-1	<a href="#">Komarkova</a>		Alice	02/05/1957	
N0004705864	F-1	<a href="#">MaddieOne</a>		Jay	02/05/1957	
N0004705866	F-1	<a href="#">MaddieThree</a>		Jay	02/05/1957	
N0004705865	F-1	<a href="#">MaddieTwo</a>		Jay	02/05/1957	
N0004705867	F-1	<a href="#">MaddyFour</a>		Kate	02/05/1957	

**Cannot reprint a form for someone who has had a reprint within the last 7 days**

Showing 11 to 20 of 33 entries

First Previous 1 **2** 3 4 Next Last



## F/M Mass Reprint – Step 4

### Mass Reprint Forms I-20: Search Results

SEVP School for Advanced SEVIS Studies  
SEVP School for Advanced SEVIS Studies  
BAL214F44444000

**Note:** As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 70 selected  
Show  entries

**9** Select the number of records to display per page: 10, 20, 50, 100, All

**11** Click Submit Selections

Submit Selections  
Select all Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0004705858	F-1	<a href="#">Allen</a>	Jay	02/05/1957	
N0004705543	F-1	<a href="#">AnnFour</a>	Kate	02/05/1957	
N0004705534	F-1	<a href="#">Araya</a>	Karin	11/08/1994	04/30/2015
N0004705523	F-1	<a href="#">Arkfreith</a>		08/14/1975	04/27/2015
N0004705871	F-1	<a href="#">Blokhin</a>	Eugene	02/05/1957	04/27/2015
N0004705869	F-1	<a href="#">CarolynTwo</a>	Jay	02/05/1957	
N0004703367	F-1	<a href="#">Ciapponi</a>	Bronson	06/30/1990	04/30/2015
N0004706066	F-2	<a href="#">Curie</a>	Pierre	05/15/1959	04/30/2015
N0004705862	F-1	<a href="#">Czolgosz</a>	Leon	02/05/1957	
N0004706080	M-2	<a href="#">Doe</a>	Janette	11/25/1995	

**10** Click anywhere on a row to select a record

Click Select All if you want to choose everyone on the list

Showing 1 to 10 of 70 entries

First Previous  2 3 4 5 6 7 Next Last

# F/M Mass Reprint – Step 5

**Reprint Confirmation**

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

Records Selected: 6

\* Reprint Reason: 12 Select reprint reason 13 Name request

\* Reprint Job Title:

\* Attestation: 14  **Click I attest** Click I attest I attest I reprinted these forms in the United States. I reviewed the students continued eligibility for attendance, I certify under penalty of perjury that the information I am submitting is true and correct to the best of my knowledge and that I am the authorized user of this account.

Not  Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

[Cancel](#) Click Submit 15

DAMAGED  
LOST  
STOLEN  
TRAVEL  
UPDATED  
Updated Form I-20 or Name Conversion



# Request Mass Reprint of Form DS-2019

# J Mass Reprint – Step 1

Navigate to the Listing of Programs page

## Listing of Programs

Select a program and click the Action options available for that program

Select	Name of Program	Program Number	Categories	Location (City/State)	Status	Role
<input checked="" type="radio"/>	<a href="#">DoS University Program</a>	P-2-14608	Professor, Research Scholar, Short-Term Scholar, Student, College/University	Washington, DC	PROGRAM ACTIVE	ARO
<input type="radio"/>		G-3-17831	Research Scholar, Professor, Short-Term Scholar, Student, College/University	Washington, DC	PROGRAM ACTIVE	RO
<input type="radio"/>	<a href="#">Intern Inc.</a>	P-3-16830	Intern	City, WA	PROGRAM ACTIVE	RO
<input type="radio"/>	<a href="#">New Trainee Program</a>	P-2-16730	Trainee	City, ME	PROGRAM ACTIVE	RO
<input type="radio"/>	<a href="#">Test S. Korean modal</a>	P-3-15629	Intern	fairfax, VA	PROGRAM ACTIVE	ARO
<input type="radio"/>	<a href="#">Test TIP</a>	G-1-15229	Intern	Fairfax, VA	PROGRAM ACTIVE	ARO

**1** Select program using the radio buttons

**2** Click Downloads

Alerts Search + New Exchange Visitor EV Lists Reports Downloads

▲ Indicates an alert for that program

# J Mass Reprint – Step 2

## SEVIS Downloads

**DoS University Program**  
Program Number: P-2-14608

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads			
Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	<a href="#">CSV</a> <a href="#">Excel</a>

**Click on Request Mass Form Reprint**

**3**

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
No reprints are available for DoS University Program						

# J Mass Reprint – Step 3

## Mass Reprint Forms DS-2019: Search DoS University Program P-2-14608

Use this feature to request Forms DS-2019 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Category(ies) and Status(es) to include in your search.

**4** **Select your general search criteria**

Include: Class of Admission:  J-1 (Exchange Visitors)  J-2 (Dependents)  
Category:  Research Scholar  Short-Term Scholar  Professor  Student, College/University  
Status:  Initial  Active

Enter any additional criteria to refine the search.

**5** **Refine your search if needed**

Criteria: Surname/Primary Name Range:  to   
Program Begin Date: From:  /  /  (MM/DD/YYYY)  
To:  /  /  (MM/DD/YYYY)  
Program End Date: From:  /  /  (MM/DD/YYYY)  
To:  /  /  (MM/DD/YYYY)

Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.

**6** **Limit your search results, if desired, and specify sort options**

Limit Results To:    
Sort Results By:   Ascending  Descending

**7** **Click Search**

[Clear Form](#)

# Mass Reprint – Limit/Sort Options

- Limit your results:

**Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.**

Limit Results To:   
Sort Results By:   Ascending  Descending

- Sort your results:

**Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.**

Limit Results To:

Sort Results By:   Ascending  Descending

# J Mass Reprint

**Selection remains even if you move to another page**

## Mass Reprint Forms DS-2019: Search Results

DoS University Program  
P-2-14608

**Note:** As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

6 of 17 selected

Show  entries

**List can be sorted by all columns**

Submit Selections

Select all

Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Category	Last Reprint Request Date
N0004698839	J-2	<a href="#">Joplin</a>	Joann	08/13/2000	STUDENT ASSOCIATE	
N0004698840	J-2	<a href="#">Joplin</a>	Jennifer	05/20/2000	STUDENT ASSOCIATE	04/27/2015
N0004705571	J-2	<a href="#">Marx</a>	Solene	05/18/1999	STUDENT INTERN	
N0004703363	J-1	<a href="#">Proffer</a>	Pollyanna	08/13/1986	PROFESSOR	
N0004691325	J-1	<a href="#">Smythe</a>	Sally	09/12/1996	STUDENT BACHELORS	
N0004665978	J-1	<a href="#">Summerset</a>	Sally Jean	05/28/1968	RESEARCH SCHOLAR	
N0004705564	J-1	<a href="#">Wendell</a>	Wally	05/30/1992	STUDENT BACHELORS	

**Cannot reprint a form for someone who has had a reprint within the last 7 days**

Showing 11 to 17 of 17 entries

First Previous 1 2 Next Last

# J Mass Reprint – Step 4

## Mass Reprint Forms DS-2019: Search Results DoS University Program P-2-14608

**Note:** As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 17 selected  
Show  entries

**8** Select the number of records to display per page: 10, 20, 50, 100, All

**10** Click Submit Selections  
Submit Selections  
Select all Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Category	Last Reprint Request Date
N0004705577	J-2	<a href="#">Bradford</a>	Beatrice	09/10/2000	PROFESSOR	
N0004703366	J-2	<a href="#">Bradford</a>	Brenda	09/12/1987	PROFESSOR	
N0004703365	J-2	<a href="#">Feldheim</a>	Frederik	09/01/1986	PROFESSOR	
N0004703364	J-1	<a href="#">Feldheim</a>	Francine	08/13/1988	PROFESSOR	
N0004705838	J-2	<a href="#">Greening</a>	Greg	07/10/1990	STUDENT BACHELORS	
N0004705515	J-1	<a href="#">Greening</a>	Gina	05/20/1993	STUDENT BACHELORS	
N0004705840	J-2	<a href="#">Ingram</a>	Ivan	08/13/1986	PROFESSOR	
N0004705839	J-1	<a href="#">Ingram</a>	Irene	08/13/1988	PROFESSOR	
N0004698222	J-1	<a href="#">Jones</a>	John	04/12/1990	PROFESSOR	
N0004698838	J-2	<a href="#">Joplin</a>	Josh	08/13/1988	STUDENT ASSOCIATE	

**9** Click anywhere on a row to select a record

Click Select All if you want to choose everyone on the

Showing 1 to 10 of 17 entries

First Previous **1** 2 Next Last

# J Mass Reprint – Step 5

**Reprint Confirmation**

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

Records Selected: 6

\* Reprint Reason: 11 Select reprint reason 12 Name request

\* Reprint Job Title:

\* Attestation: 13  **Click I attest** Click I attest I attest I reprinted these forms in the United States. I reviewed the students continued eligibility for attendance, I certify under penalty of perjury that the information I am submitting is true and correct to the best of my knowledge and that I am the authorized user of this account.

Not  Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

[Cancel](#) Click Submit 14

OTHER  
Replace a DS-2019 form (Damaged)  
Replace a DS-2019 form (Lost)  
Replace a DS-2019 form (Stolen)  
Updated Form DS-2019 or Name Conversion



# Download Reports and Mass Reprints of Forms



## Listing of Schools

- Indicates an alert for that campus
- Indicates that the PDSO of the main campus has to apply for recertification
- Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

SEVP School for Advanced SEVIS Studies  Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies](#) BAL214F44444000

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="checkbox"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	PDSO
<input type="checkbox"/>	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

Alerts

Search

New Student

Student Lists

Reports

Downloads

# SEVIS Downloads Page

## SEVIS Downloads

**SEVP School for Advanced SEVIS Studies**  
Campus: **SEVP School for Advanced SEVIS Studies**

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads			
Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	<a href="#">CSV</a> <a href="#">Excel</a>

Click one of these links to download the report

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
No reprints are available for SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies						

# SEVIS Downloads Page

## SEVIS Downloads

**SEVP School for Advanced SEVIS Studies**  
Campus: **SEVP School for Advanced SEVIS Studies**

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

**System Downloads**

Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	<a href="#">CSV</a> <span style="border: 1px dashed gray; padding: 2px;">Excel</span>

**Select Open or Save.**

[Request Mass Form Reprint](#)

**Requested Form Reprints** (May take up to 24 hours to generate ZIP file; Removed after 30 days)

Do you want to open or save **CONVERTED\_ADDR.xls** from **10.76.56.60**?
 

Open
Save
Cancel
✕